

Issued by Mark Robertson, Human Resources Director
December 31, 1992; Revised 03/26/02

POLICY FOR MEDICAL EXAMINATIONS

The City has the authority to require an employee to submit to a City-paid medical examination by a City physician according to a recent City Attorney's opinion.

If a department requests that an employee undergo such an examination it shall be conducted during the employee's normal working hours or the City shall pay the employee for taking the examination at department expense if the employee works irregular hours.

Although the following list of reasons is not intended to be all inclusive, it does present a suggested list of reasons when such an examination may be required by the Office of Human Resources at the request of a department.

- An employee's work behavior poses a safety threat to the employee or others on an ongoing basis.
- Department has reason to believe that the employee may no longer be mentally able or physically fit to perform the duties of the position due to medical reasons.
- Excessive use of accrued sick leave or prolonged unpaid work absence.
- ADA accommodation which may require medically related information to make the accommodation, e.g. lifting requirements, performing certain motions.

This policy shall not supersede existing City drug testing, workers' compensation, or physical fitness policies or medical examination practices currently in place.

IF YOU HAVE FURTHER QUESTIONS REGARDING THIS POLICY, PLEASE CONTACT:

Human Resources
(651) 266-6500